



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 4, 2014

REGULAR MEETING 7:00 P.M.

1800 Willow Lake Road, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by Vice-President Steele

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

1. **California Special District Association (CSDA) Presentation to the Town of Discovery Bay
Certificate of Excellence in Transparency as the District of Distinction Recognition**

General Manager Howard – Provided details of item C-1. Awards presented to the Board from Megan Hemming - California Special District Association, Erica Rodriguez-Langley - Assemblymember Jim Frazier, Karyn Cornell - Supervisor Piepho, and Congressman Jerry McNerney.

D. AREA AGENCIES REPORTS / PRESENTATION

1. **Sheriff's Office Report**

Crime Prevention Specialist Fontenot – Provided the law enforcement report for the month of May. There was discussion between the Crime Prevention Specialist, the General Manager, the Parks and Landscape Manager, and the Board.

2. **CHP Report**

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between Officer Thomas and the Board.

3. **East Contra Costa Fire Protection District Report**

Chief Henderson – Provided the East Contra Costa Fire Protection District report and the details for the month of May. There was discussion between Chief Henderson and the Board.

4. **Supervisor Mary Piepho, District III Report**

Field Representative Cornell - Provided an update of several projects surrounding Discovery Bay. There was discussion between the Field Representative and the Board.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – Director Wiesen provided a report and the details of the Code Enforcement meeting dated May 29, 2014.

4. Special Districts Report** – No Report

**These meetings are held Quarterly

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated May 7, 2014
2. DRAFT minutes of previous regular meeting dated May 7, 2014
3. Approve Register of District Invoices
4. Approve and Adopt Resolution No. 2014-10 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order
5. Approve and Accept the contract work performed by Zim Industries., for the construction and installation of Water Production Well No. 7 and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office
6. Resolution No. 2014-11 encouraging Discovery Bay residents to voluntarily reduce water consumption by 20%.

Motion by: Director Graves to approve the Consent Calendar

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

G. BUSINESS AND ACTION ITEMS

1. Fiscal Year 2014-15 and Fiscal Year 2015-16 Preliminary DRAFT Operating, Capital and Revenue Budgets

General Manager Howard – Provided the details of item G-1. There was discussion between the General Manager and the Board. Erica Rodriguez-Langley with Assembly Member Jim Frazier's office will be providing a letter of support for the Grant application.

2. Award of Contract for the Well 7 Pump Station Project

General Manager Howard – Provided details of item G-2.

Motion by: Director Graves to award bid in the amount of \$635,400.00 to Conco West, Inc. for the construction and installation of Water Production Well No. 7 pumps and authorize the General Manager to approve contract change orders up to 5% of the contract amount; and authorize the General Manager to execute all contract documents.

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

3. Environmental Impact Report for the Bay Delta Conservation Plan BDCP

General Manager Howard – Provided the details of item G-3. Legal Counsel Attebery provided additional details of item G-3. There was discussion between the General Manager, Legal Counsel, and the Board.

Motion by: Director Pease to direct staff to transmit the letter - Comments on the Draft Bay Delta Conservation Plan and Bay Delta Conservation Plan Draft Environmental Impact Report/ Environmental Impact Statement.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

4. Consideration of Changes to the Bylaws of the California Special District Association

General Manager Howard – Provided the details of item G-4.

Motion by: Director Pease to approve the proposed Bylaw changes and authorize the General Manager to sign the ballot for the California Special District Association.

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

I. PRESIDENT REPORT AND DIRECTORS' COMMENTS

Vice-President Steele – Provided a report and the details of the Byron Union School District meeting dated May 29, 2014.

Director Graves – Provided a report of the East Contra Costa County Fire Protection District meeting dated June 2, 2014.

Director Wiesen – Provided a report and the details of the P6 meeting dated May 14, 2014.

J. MANAGER'S REPORT

1. Update on Parks and Landscaping Facilities – Discussion (No Written Report)

General Manager Howard – Provided details of item J-1.

Parks and Landscape Manager Perez – Provided additional details of item J-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board. There was one Public Comment Speaker.

K. GENERAL MANAGER'S REPORT

General Manager Howard – Provided the meeting date of the Regional Water Quality Control Board in Sacramento, LAFCO will be conducting the adoption of the Municipal Services Review (MSR), also provided details regarding the water pressure issues.

L. DISTRICT LEGAL COUNSEL REPORT

No report

M. COMMITTEE UPDATES – Discussion and Possible Action

N. CORRESPONDENCE – Discussion and Possible Action

1. R - Byron Municipal Advisory Committee Park Dedication Ad Hoc Committee meeting minutes dated February 20, 2014
2. R - Byron Municipal Advisory Council meeting minutes dated March 20, 2014
3. R - Discovery Bay P6 Zone Citizen Advisory Committee meeting minutes dated April 9, 2014
4. R - East Contra Costa Fire Protection District April 2014 Operation Update meeting dated May 5, 2014
5. R - Letter from Supervisor Piepho regarding Board Order for plans of the 2014 Discovery Bay Asphalt Rubber Cape Seal Project dated May 21, 2014
6. R - Letter from Supervisor Piepho regarding Highway 4 Traffic and Safety Concerns dated May 21, 2014

O. PUBLIC RECORD REQUESTS RECEIVED

P. FUTURE AGENDA ITEMS

1. District Boundaries MSR - serve the region

Q. ADJOURNMENT

The meeting adjourned at 8:41 p.m. to the next regular meeting dated June 18, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 06.05.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>